	Division:	Human Resources (HR)
	Title:	Standard Operating Procedures
	Procedure:	DISCIPLINARY TRACKING SYSTEM & GRIEVANCE TRACKING SYSTEM GUIDELINES
	Original Effective Date:	01/01/07
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Disciplinary Tracking System Guidelines

All disciplinary actions must be logged in the Personnel Management Information System (PMIS) as follows

A.   Written Warnings:

1. After logging into the PMIS, access the Warning screen by typing PMXWARN(space)XXXXXXXXX (X=SSN) then press the ENTER key.
    - Information on the employee will be displayed on the PMXWARN screen.

2. Verify employee information.

3. Select the warning type by entering an X in front of the appropriate description. (Only one item is allowed per form.)
    - Be sure to select the correct warning type - unsatisfactory job performance, grossly inefficient job performance, or personal conduct.

    - If the employee has more than one active written warning, you must enter the effective date of the applicable warning for "warning resolved", "warning extended", "discip action extended", and "delete warning" actions.

4. Enter remarks. (The remarks will appear on the Position/Employee History screen.)

5. Verify the information and then press the ENTER key to save the form.

B.   Demotions, Disciplinary Suspension and Dismissals

These actions are automatically posted to the Disciplinary Tracking System when the PD-105 is created.

Grievance Tracking System Guidelines

1. After logging into the PMIS, access the Grievance Tracking System menu screen by typing PMXGRMNU(space). (**Note** – you may access the Add Grievance screen by typing the employee's SSN and pressing the F1 key at the menu screen.)
2. Choose option 01 – Add an Employee Grievance.
3. Enter the employee's social security number (SSN) and then press ENTER. This brings up the Option 01 – Add Grievance screen.
4. Enter the information and then press ENTER to create the Grievance Activity Log.
5. Use the Grievance Activity Log to post entries to the record.

(Note: Consult the PMIS Manual for more details and information on logging disciplinary action.)